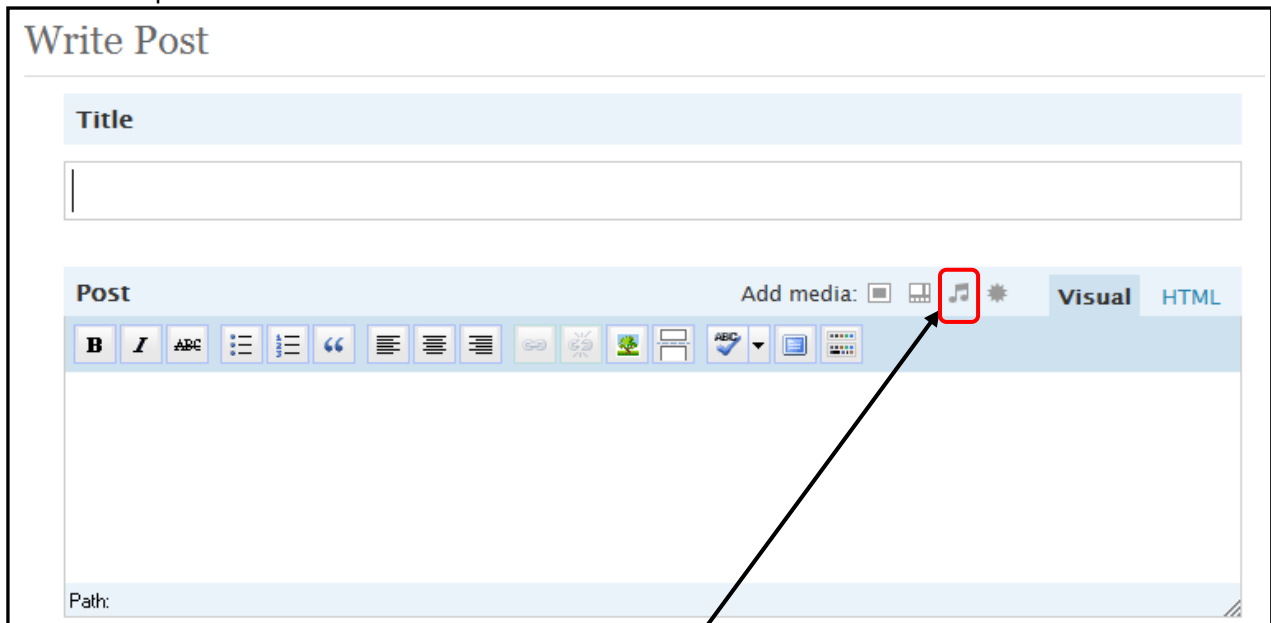


Uploading Your Podcast to Edublogs

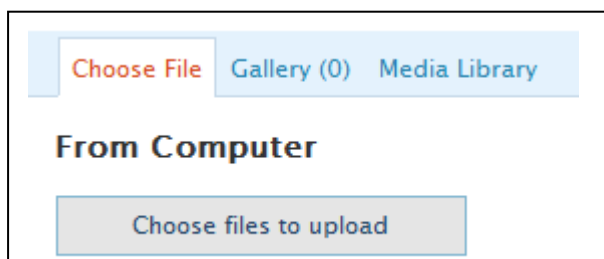
Create a New Post with Your Podcast

1. First log on to your blog at Edublogs. Click WRITE on the menu bar below the title of the blog.
2. The Write Post page will display. In the Title box, type a title for the new post.
3. In the Post box, type your post in the box provided. You may use the formatting bar to format the post if desired.




The screenshot shows the 'Write Post' page in Edublogs. At the top is the 'Title' field. Below it is the 'Post' text area. Above the text area is a formatting bar with various icons for bold, italic, text color, background color, list, link, unlink, etc. Above the formatting bar is an 'Add media' section with icons for image, video, audio, and link. The audio icon is highlighted with a red box, and an arrow points from it to step 4 of the instructions.

4. Above the formatting bar, click on the Add Audio button.
5. Next, click Choose Files to Upload, and browse your local machine for the finished file of your podcast. It should be an mp3 file.



The screenshot shows the 'Choose File' dialog box. It has three tabs: 'Choose File', 'Gallery (0)', and 'Media Library'. Under the 'From Computer' section, there is a button labeled 'Choose files to upload'.

6. The Flash Uploader automatically uploads the file, but be patient because it takes some time. You can watch its progress on your screen.
7. Once the file has uploaded, click the Show link next to the file name. This will open an area where you will add a caption and write a short description of the podcast's content.



oz-wizcurtain.wav

audio/wav

2008-06-17 15:47:16

Title

oz-wizcurtain

Caption

Description

Link URL

http://jonesdd.edublogs.org/files/2008/06/oz-wizcurtain.wav

None

File URL

Post URL

Insert into Post

Delete

Save all changes

8. Now select *Save all changes* and *Insert into Post*. The upload process is complete. As soon as you publish your post, the link to your podcast will show within your post.